

1.1 File Clerk (GS-0305-03)

Form III-3 Position Description

Labor Category:

____ Current or X Proposal Specific Position Description

Date Prepared: 6/9/03

Approving Official: Name Luis A. Arvelo Signature

Title: HR Specialist

Position: File Clerk, GS-305-03.

Minimum Years Experience: 6 months of general experience at the lower equivalent grade level.

Minimum Education Requirements: None.

Experience Substitution for Education (if allowed): 1 year above high school.

Duties:

Provides office filing services; and may assist in other clerical and mail delivery tasks as needed.

Abilities/Skills/Knowledge Required by the Position:

- Knowledge of the numerical and the alphabetical filing systems used throughout the NIH, and knowledge of the functions and organizational structures of the units supported.
- Knowledge of subject files, cross-reference files, classification guides, and indexes maintained within the immediate unit and procedures related to their use.
- Skill to identify the proper sequential location of material to be filed, withdrawn, or re-filed.

Supervisory Controls:

Supervisor assigns work, advises of procedural changes, and is available for assistance when required. Normal work is performed independently following prescribed procedures. Work is reviewed in terms of accuracy, adequacy, and timeliness of service provided.

Guidelines:

A number of procedural guides and instructions pertain to the work. Requesters may provide inadequate information, however, and a large number of locations are possible, so that employee must select most appropriate guide or search procedure in locating materials sought.

**FILE CLERK
GS-0305-03**

I. Introduction

This position is located in the Office of Grants Support Services (OGSS), NIH, as part of the Government's Most Efficient Organization (MEO) responsible for extramural support in the development of grant-and-contract-supported research and training programs on a wide variety of biomedical and behavioral diseases and disorders.

The incumbent is responsible for providing filing and other clerical services to Task Unit members, Program Directors, Grants Management Officers / Specialists, and Scientific Review Administrators NIH wide. Supported NIH employees are located in

all the extramural activities and components of the NIH Institutes and Centers.

Major

duty and responsibility is to provide office filing services; and may assist in other clerical and mail delivery tasks as needed. May be assigned to any of the various MEO Hubs, Task Units, or ICs and may perform any of the following duties. (Percentages of time may vary depending on workload and scheduling requirements.)

II. Duties and Responsibilities

PERFORMS FILING TASKS

80%

Performs filing and clerical duties associated with the assembly, retention, maintenance, disposition, and control of records in both a 13-digit numeric and an alphabetic file system used throughout the NIH MEO.

Receives requests for documents to be withdrawn from files, refers to classification guides, index registers, index cards, or other finding media to locate appropriate document locator number or other identification in order to obtain documents from files (or to abstract requested information), inserts charge-card for all materials withdrawn, re-files returned materials, and withdraws charge-cards.

Routes requests requiring special search (e.g., other work areas with the organization) to appropriate operating elements. Where necessary, returns incomplete requests for additional information required to identify material requested.

Consolidates, attaches, and cross-references new material with previously filed material, utilizing searching, withdrawing, filing, or re-filing procedures.

ASSISTS IN OTHER CLERICAL AND MESSENGER SERVICES

20%

Assists others in performing repetitive or standard clerical tasks. Coordinates with supported employees to verify items to be transported. Before calling the NIH Transportation Office to pick up items, ensures all items are in a covered box and taped.

As needed, the incumbent may collect, sort, and deliver a variety of documents from various locations in the NIH Campus and Rockville, as well as outlying buildings. In addition to the cited campus sites, incumbent may be required to go to offices in Bethesda, the Rockledge area, and on Democracy Boulevard as well as in various office buildings located on Executive Boulevard. Copies, faxes, answers telephone, routes email inquiries to correct destinations.

Performs other related duties as assigned.

III. Factors

Factor 1: Knowledge Required

- Knowledge of the numerical and the alphabetical filing systems used throughout the NIH, and knowledge of the functions and organizational structures of the units serviced.
- Knowledge of subject files, cross-reference files, classification guides, and indexes maintained within the immediate unit and procedures related to their use.
- Skill to identify the proper sequential location of material to be filed, withdrawn, or re-filed.

Factor 2: Supervisory Controls

Supervisor assigns work, advises of procedural changes, and is available for assistance when required. Normal work is performed independently following prescribed procedures. Work is reviewed in terms of accuracy, adequacy, and timeliness of service provided.

Factor 3: Guidelines

A number of procedural guides and instructions pertain to the work. Requesters may provide inadequate information, however, and a large number of locations are possible, so that employee must select most appropriate guide or search procedure in locating materials sought.

Factor 4: Complexity

The work involves filing and clerical duties associated with a wide variety of documents under both a 13-digit alphanumeric filing system. Searching assignments occasionally involve such characteristics as incorrect, indefinite, or incomplete information, requiring reference to guides, indexes, or other finding media to locate materials requested.

Factor 5: Scope and Effect

Purpose of the work is to maintain working documents and provide an efficient reference service. Timely and proper disposition of records affects the work of offices waiting for the records.

Factor 6: Personal Contacts

Contacts are with coworkers of the unit and with employees throughout the NIH requesting materials.

Factor 7: Purpose of Contacts

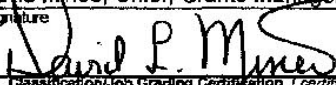
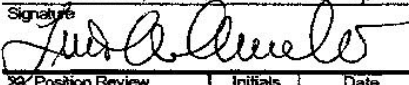
Contacts are for the purpose of obtaining and supplying information in relation to filling requests or filing of materials.

Factor 8: Physical Demands

Work requires prolonged standing, walking, and bending to perform required filing and searching duties.

Factor 9: Work Environment

Work is performed in an office setting.

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Bethesda		5. Duty Station Bethesda		6. OPM Certification No.			
Explanation (Show any Position replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure		9. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)			
11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 2- Noncritical <input type="checkbox"/> 3- Critical <input type="checkbox"/> 4- Special		13. Competitive Level Code		14. Agency Use					
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management		b. Department, Agency or Establishment				c. Second Level Review		d. First Level Review		e. Recommended by Supervisor or Initiating Office	
File Clerk		File Clerk				GS		305		3	
File Clerk		File Clerk				GS		305		3	
16. Organizational Title of Position (If different from official title)						17. Name of Employee (If vacancy, specify)					
18. Department, Agency, or Establishment DHHS						c. Third Subdivision OER					
a. First Subdivision NIH						d. Fourth Subdivision OGSS					
b. Second Subdivision OD						e. Fifth Subdivision					
19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor David Mineo, Chief, Grants Management Officer, NIDDK, NIH						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature 						Date 6/9/03					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position Mail and File Series, GS-305, TS-34, 1/79.					
Typed Name and Title of Official Taking Action Luis A. Arvelo, Human Resources Specialist, OHR, NIH						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature 						Date 6/9/03					
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)		b. Supervisor		c. Classifier		d. Reviewer		e. Reviewer		f. Reviewer	
24. Remarks FPL=GS-3											

25. Description of Major Duties and Responsibilities (See Attached)

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